



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u>	<u>Interviewer:</u> Sue Guenter-Schlesinger	<b>RFA #17 – 07</b>
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED] & [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u>		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Students		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> Campus accessibility – Elevator notifications		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☐ Female ☒    Administrator ☐    Faculty ☐    Staff ☐    Student ☒  
 Concern Regarding:    Male ☐ Female ☐    Administrator ☐    Faculty ☐    Staff ☐    Student ☐

**Category:** *(Please check at least one)*

- |  |  |   |  |  |
|--|--|---|--|--|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color             | <input type="checkbox"/> Creed              | <input checked="" type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | <input type="checkbox"/> National Origin   | <input type="checkbox"/> Race               | <input type="checkbox"/> Religion              | <input type="checkbox"/> Retaliation         |
| <input type="checkbox"/> Sex/Gender                    | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment            | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |  |   |  |  |

Time Line		
Date	Item	Comments
12/2/2016	Email from [REDACTED] to Sabah Randhawa, Leonard Jones, and other WWU staff members	See email in file. Leonard Jones refers [REDACTED] to SGS.
1/13/2017	Meeting with [REDACTED], [REDACTED] and SGS	Students did not arrive for their appointment. EOO rescheduled.
1/26/2017	Meeting with [REDACTED], [REDACTED], SGS, Mallory, and Courtney (DOC)	Listen to concerns and ideas from [REDACTED] and [REDACTED]. Introduce [REDACTED] and [REDACTED] to Courtney from DOC who is involved in working on some of the ideas [REDACTED] and [REDACTED] have (i.e. communicating accessibility concerns to university).
	Follow-up with Leonard Jones	Residence Life
	Follow-up with John Furman	Facilities Management

2/17/2017	Meeting with SGS, Mallory, Leonard, and John Furman	Outcomes: Facilities management promised to ensure better communication about elevator maintenance, continue discussion with elevator maintenance vendor about scheduling, and continue effort to secure funding for new elevators. Ideas: opt-in listserv for elevator maintenance notifications.
	Meeting with SGS and [REDACTED]	Shared outcomes from meeting with Residence Life and Facilities Management. Invited [REDACTED] to [student disability committee meeting]. [REDACTED] was satisfied with the outcome.
3/28/2017	Mallory spoke with [REDACTED] and [REDACTED] on the telephone.	Shared outcomes from meeting with Residence Life and Facilities Management. [REDACTED] and [REDACTED] were satisfied with the outcome and "impressed with how receptive you have been." Mallory informed the students that they are welcome to contact our office again if they have any additional concerns.